



SMSA High School Semester I Exam Schedule:

1/14	1/15	1/16	1/17
8:00-9:30 PERIOD 1 Exams	8:00-9:30 PERIOD 3 Exams	8:00-9:30 PERIOD 5 Exams	8:00-9:30 PERIOD 7 Exams
10:00-11:30 PERIOD 2 Exams	10:00-11:30 PERIOD 4 Exams	10:00-11:30 PERIOD 6 Exams	10:00-11:30 PERIOD 8 Exams

Please share the following guidelines/expectations with students:

- Students are to be compliant with SMSA dress/uniform code between 8am -11:30am on exam/testing days.
- Students who arrive tardy by more than 5 minutes to a scheduled exam may not be admitted to the exam room. Students arriving tardy shall be redirected to the Commons/ Cafeteria.
- During exam/testing periods, students may not be found loitering in the hallways or at their lockers. Hallways must remain quiet and clear during exam testing times.
- At no time may students have food or drink in the exam room or hallways.
- High school students who are not taking exams and who are not under the supervision of a teacher or coach are expected to leave SMSA campus grounds by 11:45am.
- Students who are not taking exams but who are unable to leave campus are expected to report to the Commons/Cafeteria - which will be supervised between 8am-11:30pm on exam/testing days.
- Students who complete exams early may not be excused from the classroom early. As there is ample time before, between and after exam periods, students may not be given passes to use the bathroom during any exam/testing period
- If a student misses a scheduled exam due to an excused absence, the student must contact the teacher immediately to arrange for a make-up exam. If the student absence is unexcused, the teacher is under no obligation to provide a make-up exam. If a student is unable to reach the teacher, he or she should contact an SMSA counselor.
- All pre k-8 SMSA students have normal school day schedules on Tuesday through Friday (K-5 from 8am-3pm; grade 6-8 from 7:50-3:15pm)
- Bus service for SMSA students will operate at the normal pick-up and drop-off times during the week of exams. However, there will not be added bus routes scheduled for mid-day pickup of high school students after exam periods end.

Semester Exam Week Notes for Faculty:

- Faculty shall provide a paper copy of their semester exam/assessments for each course they teach - to Bobbijo Amerling by Monday, January 13.
- Semester assessments should be designed to keep students on task for the full exam/testing period (90 minutes).
- The classroom is expected to reflect the serious decorum of a semester exam. Where student presentations may be used as semester assessments, teachers should be considerate of adjacent exam/testing rooms that may require silence.
- Students arriving more than 5 minutes tardy to your exam should be redirected to the Commons/Cafeteria.
- Faculty who are not testing, are asked to monitor the hallway periodically to assure exam/testing decorum in the hallway.
- On exam/testing days faculty are expected to be in their classrooms by 7:45am. Faculty may feel free to take a lunch break off-campus between 11:45am-1:15pm. REMINDER: If you leave campus, please remember to follow procedure and sign-out in the North Hall Office. High school teachers may depart campus at 3pm on exam/testing days.

Guidelines/Expectations for Early Exams/Anticipated Absence Requests:

- SMSA is open to family requests for anticipated absence at any time of the academic calendar.
- Students are asked to formally complete the SMSA anticipated absence form as part of their planning. When completed, this form is submitted to the administrator who monitors student daily attendance (Kyle Krueger).
- As we approach Semester exams, administration will publish a list of students whose anticipated absence impacts scheduled exams.
- Students are responsible for initiating and making alternative arrangements with their teachers.
- SMSA faculty are expected to support and accommodate any student who has planned properly for an anticipated absence.
- Students requesting alternative exam dates due to anticipated absence shall ONLY have their exam or assessment rescheduled to a date and time earlier than the original exam date. This is a firm standard of fairness and best practice which has become a norm at high performing schools across the country.
- While not always possible, in these cases, it is best for students to receive a true alternative exam or assessment - different than the rest of the class. This is a standard of fairness and best practice which has become a norm at high performing schools across the country.
- An alternative exam/assessment should be of equal weight, scope and difficulty as the original.

Cafeteria/ Commons Supervision:

1/14	1/15	1/16	1/17
8-9:30 Sosinski/ Storey	8-9:30 J. Hoffmann/Norlander	8-9:30 Knepfel/Norlander	8-9:30 Lindborg/Sackett
10-11:30 Bartel	10-11:30 Biessman	10-11:30 Storey/Herbst	10-11:30 Arndt/Biessman